



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES

COPS

Grant Operations Directorate/Grants Administration Division
145 N Street, N.E., Washington, DC 20530

June 14, 2013

Re: COPS Programmatic Progress Reporting – Change to the Frequency of Submission

Dear Colleague:

I am writing to inform you that the COPS Office has made a change to the frequency of required progress reporting by COPS grantees. Currently, grantees for some COPS programs are required to submit programmatic progress reports on an annual basis, while grantees for other COPS programs are required to submit on a quarterly basis. *To ensure reporting consistency across programs, beginning July 1, 2013, progress reporting will be required for all COPS grantees on a quarterly basis.* We anticipate that this change in reporting frequency will allow the COPS Office to enhance the quality of grant management, grant monitoring, and technical assistance for current and future grantees.

If you are currently submitting your COPS programmatic progress reports annually, on or around July 1, 2013 you will receive notification that your first quarterly progress report is available. This report will cover the prior quarter's grant activity (i.e., April 1 – June 30, 2013). Subsequent quarterly reporting notices will be sent to your agency on or around October 1, January 1, and April 1.

The manner in which your agency provides progress reports remains the same (i.e., through COPS Account Access). For each quarterly report, your agency will have thirty (30) days to complete and submit that report. If you are already required to submit your progress report on a quarterly basis, please continue to do so.

Thank you in advance for your cooperation and timely submission of the quarterly progress reports. Should you need further assistance, or additional time to complete your first quarterly report, please contact the COPS Progress Reports Team at 800-659-7379.

Sincerely,

Andrew A. Dorr
Assistant Director for Grants Administration